

PETITION FOR ADOPTION OF TRADE NAME

(MC No. 2004-010)

WHO CAN AVAIL OF THE SERVICE/PURPOSE: Any CPC holder who intends to adopt and secure business with the Department of Trade and Industry.

For individuals, personal appearance of petitioner is required. However, should it not be possible for petitioner to be physically present, authorized representative who is a lawyer or a relative (re: direct ascendant/descendants) is allowed upon presentation of duly notarized Special Power of Attorney (SPA), valid IDs and proof why petitioner is not physically present;

For corporations/cooperatives/others, please see corresponding requirements below; Applicable to all Public Utility Vehicle Operators except Jeepney Operators.

REQUIREMENTS:

1. Four (4) copies of Verified Petition with annexes and verification and certification of Non-Forum Shopping;
2. Original and photocopy of Valid Government-Issued Identification Card with photograph of Applicant/Petitioner (Driver's License, SSS, PAG-IBIG, BIR, PhilHealth, Postal ID, Voter's ID, or Philippine Passport);
3. Original and photocopy of Valid Certificate of Business Name issued by Department of Trade and Industry (DTI).

TD	LEGAL	OBMC	OED	OCHM

Additional Requirements:

For Cooperatives:

1. Original and photocopy of the Board Resolution authorizing the adoption of trade name and designating the authorized representative/s to file petition;
2. Certificate of Good Standing from the Office of Transportation Cooperative.

For Corporations:

1. Original and photocopy of Board Resolution/Secretary's Certificate authorizing the adoption of trade name and designating the authorized representative/s to file petition.

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DURATION: Five (5) to Ten (10) days

OUTPUT: Order Approving or Denying the Petition

FEE: Php 350.00 (Includes Clearance of Accounts, Franchise Verification and Legal Research Fee)